

~~CONFIDENTIAL~~

file

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. _____ NO CHANGE
 IN CLASS/ DECLASS/ CLASS CHANGED TO: TS 9 ~~SECRET~~ JUST. 22
 NEXT REV DATE 89 REV DATE 14-5-49 REV DATE 29-3-50 REV DATE 02
 NO. PGS 1 CREATION DATE _____ ORG COM 04001 ORG CLASS 12
 REV CLASS 0 REV COORD. _____ AUTH: HR 703

21 December 1949

MEMORANDUM TO: Management Officer
 THRU : Chief, Employees Division
 SUBJECT : Request for T/O Change

1. In the Table of Organization approved for the Office of Policy Coordination, position 7 in the Office of the Assistant Director provides for a Secretary, GS-5, whose duty it is to act as Secretary to one of the two Special Assistants, GS-15, in that Office. In a recent review of the responsibilities assigned to the incumbent of this position, we found that a significant increase in responsibility has been given her since our original T/O proposals were made to your Office last spring.

2. [redacted] has occupied this position since its allocation, presently holds the grade of GS-5 and was recommended for promotion to GS-7 on 29 November 1949. Her duties have been audited by the Employees Division and a report is being prepared at the present time to establish the proper grade level.

25X1

3. It is requested that a T/O change be approved to permit the reclassification of this position to the grade level warranted by the classification audit.

ORIGINAL CLEBY 06/7/96
☐ DECL ☐ REVW ON 14-5-89
 EXT BYND 6 YRS BY 2001
 REASON: _____

[redacted]
 Executive Officer, OPC

25X1

WV/res
 cc: Registry (2)
 Personnel File

OK Administrative Assistant GS-7

25X1

[redacted]

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 1/11/50
 Employees Div.